

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF AUTHORIZATION FOR THE)	ADMINISTRATIVE ORDER
CLERK OF THE SUPERIOR COURT TO ACCESS)	NO. 2014-088
SEALED FILES)	
_____)	

WHEREAS, the custodian of Superior Court records, the Clerk of the Superior Court ("Clerk") is responsible for reasonable records management practices that preserve the confidentiality of certain records while ensuring that the Clerk's Office carries out its assigned duties; and

WHEREAS, certain records are maintained under seal pursuant to statute or court order; and

WHEREAS, the Clerk and staff designated by the Clerk require access to sealed records to carry out specific and limited, but recurring duties, in the normal course of the Court's business; and

WHEREAS, authorizing specific and limited access to sealed records to carry out these functions improves judicial efficiency while maintaining appropriate oversight of proper access,

IT IS ORDERED that the Clerk of the Superior Court or designee is authorized to access sealed records without a specific and separate court order for the sole purpose of carrying out duties as required by law, rule, or court order. These records shall be accessed only for official business, and in accordance with policies and procedures developed by the Clerk to ensure the safekeeping and confidential nature of these records.

As provided in the Arizona Code of Judicial Conduct, a judicial employee shall not disclose or use nonpublic information acquired in an official capacity for any purpose unrelated to the employee's duties, and a violation of this provision may result in disciplinary action.

IT IS FURTHER ORDERED this Administrative Order supersedes Administrative Order No. 2013-030.

DATED this 30th day of June, 2014.

/s/ Norman J. Davis

Norman J. Davis
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Michael K. Jeanes, Clerk of the Superior Court
Hon. John Rea, Civil Court Presiding Judge
Hon. Joseph Welty, Criminal Court Presiding Judge
Hon. Janet Barton, Family Court Presiding Judge
Hon. Colleen McNally, Juvenile Court Presiding Judge
Hon. Andrew Klein, Probate and Mental Health Court Presiding Judge
Hon. Christopher Whitten, Tax Court Presiding Judge
Raymond L. Billotte, Judicial Branch Administrator